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| **Child Protection – Risk Assessment Template** | **A black and white triangle with a black triangle in the middle  Description automatically generated** |

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| **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** |
| **Describe the activity/environment.**  *Identify all elements of the space or event from beginning to end e.g., activity, objectives, location, participants* | **Identify Risks**  *Something that could happen those results in harm – also consider physical, emotional, sexual and cultural risks from children, adults, visitors, employees, volunteers.* | **Analyse the Risk**  *How likely is the risk, what would happen if the risk did occur?* | **Evaluate the Risk**  *Likelihood/Consequences*  *Risk of harm or abuse to children should always be considered severe or catastrophic* | **Manage the Risk**  *Assess the options to reduce the risk* | **Review**  *Nominate who will review after the event/activity* |
| Culture of organisation is not child-safe focussed | * There is no code of conduct to set boundaries. * Staff and children have no commitment to ensuring the safety of children. | **Likely/Moderate** | **High** | * child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs. * culture of management reflects our strong commitment to the safety of children and young people. * the National Principles for Child Safe Organisations are embedded in policies and procedures. * we meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks) | **Nominated Supervisor and Approved Provider of the service.** |
| Organisational workers harm children/young people | * without a recruitment process, staff may have a history and children could be at risk. * Staff can’t educate children / other educators in creating a child safe environment. * Staff who don’t have a verified WWCC, should not be allowed to work in the service. | **Possible / Major** | **High** | * recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation. * interview questions (no prior preparation) should gauge an applicant’s understanding of child safe principles and actions that would be taken to prevent harm to children and young people. * all workers have WWCC with ‘not prohibited’ result prior to working with children and young people. * WWCCs updated every 5 years and status remains as not prohibited. * children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process. | **Nominated Supervisor and Approved Provider of the service.** |
| Organisational workers don’t understand their obligations to report harm and risk of harm to the Child Abuse Report Line | * educators don’t recognise any indicators of abuse in children. * Child protection training is not completed yearly as a refresher for NS or AP. * Children are left in unsafe environments. | **Possible / Major** | **High** | * all workers trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after * all workers trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after.      * all workers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation) | **Nominated Supervisor and Approved Provider of the service.** |
| Physical contact | * Educators don’t understand the indicators of physical abuse. * Educators could touch a child in the wrong way. * Staff may allow random personnel into the service. * Contractors may be in the service without appropriate documentation. | **Possible / Major** | **High** | * any physical contact must be appropriate to the delivery of services being provided. * where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding. * unnecessary physical contact is not allowed. | **Nominated Supervisor and Approved Provider of the service.** |
| Online communications | * phones are used in the room for taking photos on personal devices. * Children have access to the iPad in the room. * Educators may be babysitting after hours. * Young people may have phones and searching educators on social media platforms. | **Possible / Moderate** | **Medium** | * cyber safety and social media guidelines are in place and provided to all workers. * appropriate supervision is provided for all online activities. * workers must not communicate with children or young people via social media. | **Nominated Supervisor and Approved Provider of the service.** |
| Transport of children and young people | * educators driving children home if they are neighbours or friends outside of the service. * Staff taking children on excursions without permission.      * Children go on an excursion on public transport without relevant documentation. | **Unlikely / moderate** | **Medium** | * workers must not transport a child or young person unless specifically approved. * parents/guardians must provide consent before transporting a child or young person. * the worker must have a valid, unrestricted driver’s licence. * the vehicle must be registered, insured and in roadworthy condition.      * a worker must not be alone in a vehicle with a child or young person. | **Nominated Supervisor and Approved Provider of the service.** |
| Supervision | * Children and young people are allowed in areas with no supervision required. * Supervision plans are not accurate in the service rooms. * Children have access to the front door and at risk of exiting the service without their parent/guardian. * Areas around the service are not secured properly with gates or high locks. | **Likely / Major** | **High** | * children and young people are to be supervised by parents/guardians at all times.      * when providing one to one consultation with a child or young person, it will be in line of sight of another adult. | **Nominated Supervisor and Approved Provider of the service.** |
| Taking images of children and young people | * staff are using their personal devices to take photos during the day and not deleting them. * Staff are posting videos of children on their personal devices to social media platforms (snapchat). * Images of the children are presented in the wrong way and posted to online platforms for other families to see. | **Likely / moderate** | **High** | * consent of child young person and their parent/guardian required.      * disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian. * images must be presented in a way that de-identifies the child or young person. | **Nominated Supervisor and Approved Provider of the service.** |
| Physical environment | * supervision plans are not updated regularly. * Risk assessments are not sufficient to meet requirements. * Maintenance logs aren’t being kept up to date. * Equipment in the service is broken and not serviceable. | **Possible / moderate** | **Medium** | * maintain a risk register that is reviewed annually to ensure effectiveness. * conduct risk assessments for all activities. * ensure all equipment is in good working order. | **Nominated Supervisor and Approved Provider of the service.** |
| Privacy and confidentiality | * enrolment files and documentation is not in a locked filing cabinet. * Online files can be accessed by anyone – consent forms are not online. * Staff have not signed a confidentiality memo to ensure all information of any child is kept confidential. | **Likely / Major** | **High** | * all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access).      * digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties. * workers must not disclose information regarding any child or young person without written consent of the child, young person, and their parent/guardian. | **Nominated Supervisor and Approved Provider of the service.** |
| Change room requirements | * Children / young people are getting dressed in an unsupervised area. * Children/ young people are left to go into the bathrooms alone without an adult. * Young people take electronic devices into the bathrooms without permission of the other personand take videos/photos. | **Possible / moderate** | **Medium** | * a minimum of two adults of the same gender as the children or young people must be present. * supervision will be provided ensuring the child or young person’s right to privacy.      * adults must not shower or change whilst supervising children or young people. * phones, cameras and recording devices must not be used in change room. | **Nominated Supervisor and Approved Provider of the service.** |

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